

Retention and Classification Report

Agency: Salt Lake County (Utah). County Assessor (914)

Salt Lake County Government Center
2001 South State #N2300
Salt Lake City, UT 84190

Records Officer

80086 Appraisal cards
04239 Tax assessment rolls indexes

AGENCY: Salt Lake County (Utah). County Assessor

SERIES: 80086

3

TITLE: Appraisal cards

DATES: 1981-

ARRANGEMENT: numerical by serial number

DESCRIPTION:

These records contain the complete information on the appraisal and assessment of real property. The folders contain the taxpayer's name, property address, serial number, legal description including acreage, improvements (size, quality of building, list of taxable features of improvement and photographs of improvements), assessed valuations for land and improvements, notes regarding Board of Equalization adjustments, and factoring worksheets.

RETENTION:

Retain permanent

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 11, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Salt Lake County (Utah). County Assessor

SERIES: 80086

TITLE: Appraisal cards

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Salt Lake County (Utah). County Assessor

SERIES: 4239

3

TITLE: Tax assessment rolls indexes

DATES: 1898-

ARRANGEMENT: Chronological by year, thereunder, alphabetical

DESCRIPTION:

The tax assessment rolls indexes were created by the county assessor in order to access the county tax assessments. The index books contain an alphabetically arranged indexing of the names of individuals whose tax record appears in the tax assessments. The indexes show the name of a property owner, followed by the book volumes, the pages and page lines (or entry numbers) for the associated property.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 18, Item 10.

AUTHORIZED: 08/01/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Salt Lake County (Utah). County Assessor

SERIES: 4239

TITLE: Tax assessment rolls indexes

(continued)

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public